

PROGRAM PLANNING AND DEVELOPMENT ADMINISTRATOR
(Executive Management)

DEFINITION:

Under administrative direction, to plan, evaluate, and monitor health care policies, services, and systems; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position executive management class allocated only to the Health and Human Services Agency (HHS). The Program Planning and Development Administrator reports to the Director of Health and Human Services Agency and is responsible for coordinating planning projects and policy analysis for all areas within the Health Services.

EXAMPLES OF DUTIES:

Provides coordination of planning and policy analysis of all Health Services' divisions; directs the development and maintenance of a demographic and health information data base; directs the planning and policy analysis for health care services and systems, including long-term care programs; provides technical assistance to departmental staff by providing guidance and answering inquiries on federal and state legislation, codes, requirements, and funding sources; develops programs and long-range plans for health systems; meets with staff, citizen or community groups, representatives from public/private medical agencies, federal/state health officials to assess and evaluate health care services and needs; assists the Director and Assistant Director in developing departmental objectives and goals and developing evaluation and monitoring methodologies; assists departmental staff in initiating, preparing, and analyzing health care legislation and developing grant requests in support of program needs; performs special studies or projects as assigned by the Director or Assistant Director.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Policy/procedure development and implementation related to a variety of health services programs that protect and promote public health.
- Strategic planning, program evaluation, and policy analysis methods and models.
- Federal, state, and local health laws, regulations, codes, finance systems and funding sources.
- Community resources available to implement and provide health programs.
- Principles and theory of public administration including general administration and human resource management.
- The General Management System in principle and in practice.

General Knowledge of:

- Automated information systems software and hardware related to health services planning support.
- Current health policy issues in the public and private sector.

Skills and Abilities to:

- Ensure that departmental activities conform with federal, state, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare executive-level correspondence and reports.
- Establish and maintain effective working and diplomatic relations with staff, the public, and community groups, and representatives from governmental, industry, media, and other agencies.
- Develop program grants and funding.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Retitled from:

Deputy Director, Planning, Policy and Development